

## Your Role as a Session Leader

Part of your responsibilities as a GradSTEP Development Leader will be to assist our presenters as a Session Leader during GradSTEP week. This does not mean that you present the session but that you are the person to lead off the session by introducing the speaker and are available throughout the duration of the session to assist the speaker during their presentation. You will also be responsible for circulating the session roster, distribution and collection of the session evaluation forms, and conclude the session by presenting the speaker with their gift.

GradSTEP will conduct teaching and research track sessions in addition to over 60 sessions for our participants to select from. Each Development Leader will be assigned 2 or 3 sessions to introduce. Session assignments will be distributed prior to the July DL meeting. At the July meeting we will discuss the materials in this section and have a chance to meet with session presenters so please review the following information carefully.

### Session Leader Assignments

At the June meeting make sure to take an extra copy of the GradSTEP Guide and packet for your own use. Carefully review all the sessions being offered.



If you need to complete GradSTEP you will need to register into either the teaching or research track schedule *plus* complete the mandatory sessions on Wednesday. There are also two on-line training modules *Preventing Sexual Harassment* and *Preventing Employment Discrimination*. **Please register on-line for your sessions by June 25<sup>th</sup>**. This will give Barb time to arrange Session Leader assignments to match the sessions you register for.

Barb will work closely with you to make sure you are assigned to sessions that you are comfortable introducing and that are in line with your academic discipline whenever possible.

### Session Materials and Schedule

Following Check-In and Registration on Monday, August 17<sup>th</sup>, all materials must be cleared out of 101 Olscamp by 11:00 a.m. and moved to the second floor or Olscamp Hall. Our temporary GradSTEP "headquarters" will be in the lounge area but materials will be secured in room 224.

GradSTEP sessions will run during the following times:

| Monday:  | Tuesday:   | Wednesday:                                    | Thursday  |
|--|--|---|---|
| Opening Session<br>4:00 – 6:00 PM<br>202A of the Union | T1 = 9:15 – 10:15  | W1 = 9:15 – 10:15                             | R1 = 9:15 – 10:15   |
|  | T2 = 10:30 – 11:30   | W2 = 10:30 – 11:30 <b>OR</b><br>10:30 – 12:45 | R2 = 10:30 – 11:30 <b>OR</b><br>10:30 – 12:45                             |
|  | T3 = 11:45 – 3:00<br>GradSTEP Campus &<br>Community Fair<br>101 Olscamp Hall | W3 = 11:45 – 12:45                            | R3 = 11:45 – 12:45<br><br>Plenary Session<br>1:00 – 1:45<br>Kobacker Hall |

## Prior to Each Session You Introduce--

Make sure that you check the whiteboard in 224 frequently for important messages from the staff, announcements for you to pass along to your students, and lost-and-found items.

☞ **Come to the second floor lounge (DL check-in area) of Olscamp Hall 15 minutes prior to the start of your assigned session to pick up the session folder.** The folder will contain the roster, presenter's intro, evaluation forms. Staff will be on hand to make sure you get the materials that you need for your sessions. Only the assigned Session Leader will be permitted to pick up folders for their assigned session.

- ◆ The location of the session will be indicated on the folder label.
- ◆ If you are introducing the same session back-to-back outside of Olscamp Hall you may take both folders. You must remain for both sessions.

☞ **Pick Up Presenter's gift**

- ◆ Check in the folder to see how many presenters are expected for the session. This will tell you how many gifts to take. Each presenter will receive one gift.
  - If a presenter does multiple sessions there will be a red sticker dot on the bio sheet to indicate that they have already received their gift.

☞ **Check for Requested A/V or Computer Equipment**

- ◆ Check the session info form in the folder to see if there was any A/V equipment requested by the speaker.
- ◆ If it is not provided by IMS, you will have to take it to the appropriate room (check with Barbara Peck). **Be sure to return any pens or flip chart pads you take with you to Room 224 after the session.** Equipment provided by Instructional Media Services is to be left in the room.
- ◆ If you are introducing a session in 207 Olscamp Hall, 115 or 116 East Hall, you will need to unlock the door. The alarm codes will be in the session folder.

## Get to the Session Room BEFORE the Session Begins to --

☞ **write the session number on the board** so participants know they are in the correct session;

☞ **introduce yourself to the presenter and have all presenters and co-presenters print their name on the top of the Session Roster;**

- ◆ Have them check if they have sufficient copies of any handouts for each member of their audience. We cannot make copies of multi-page handouts!!!!
- ◆ If more single page copies are needed they can be made in 224, within reason. Bring us the originals, tell us how many copies are needed, and return to the session. Let us know what room you are in and a staff member will bring the copies to you when they are completed. *For sessions in Olscamp Hall only!*

☞ **Check with the presenter about how they would like to be introduced.**

Prepare a brief introduction using the presenter bio sheet in the session folder unless the speaker would like to introduce themselves; and

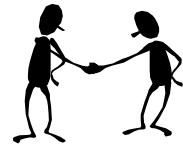
- ☞ **Inform the speaker that you will signal them** ten minutes before the end of the session. This is so they may wrap up the presentation and allow a few minutes at the end of their session for questions and evaluation purposes.

## WHAT SHOULD I DO IF THE PRESENTER'S NOT THERE?!



- ①-**Don't panic!** Wait for two or three minutes to allow time for the presenter to find the room. Go ahead and start the session roster around the room, engage the students in some casual conversation, ask how their week has been going, how far they had to travel to get to BGSU, etc..
- ②-If the presenter still hasn't arrived, ask the audience for their patience while you call the office at 2-7714 to inform one of the staff. If we find out that a presenter will not be available or will be arriving late we will contact you as soon as possible.
- ③-While you circulate the session roster and engage the audience in casual conversation, the staff will call around to find out the status of the presenter. One of the staff will call or come to your room to let you know the results.
- ④-We will not keep the audience waiting longer than 10 minutes. If it will be longer than that, we will cancel the session.
- ⑤-If we need to cancel a session one of the staff will come to the room to thank the audience for their patience and give our apologies that our presenter was not able to join us. Those students that have signed the session roster at that point will receive credit for attendance and will be excused until their next scheduled activity or session.
- ⑥- **Do not collect session evaluations for canceled sessions.** Make sure all those present have signed the session roster. Write the word "canceled" on the session evaluation envelope and return it along with the session folder to 224.

## IF EVERYONE IS THERE AND READY TO GO...



- ☞ **Begin the session** by introducing yourself and welcoming the audience to “session #\_\_” and state the title of the session.
  - ◆ Remind students to please make sure that their cell phones are turned off.
- ☞ **Circulate the session roster** and instruct the students to locate their name on the sheet and to sign on the line next to their name or on their name label. If their name is not already on the roster have them place one of their name labels on the sheet and sign on the label. **They must sign the roster in order to receive credit for attending the session.** Do not forget to collect the attendance roster before returning the folder to 224.
  - ◆ **Do not allow a student to sign the roster and then leave the session unless it is an emergency or illness!**
- ☞ **Introduce the presenter--*Be enthusiastic!*** Our presenters are volunteering their time and expertise. Let them know how important they are to us and to our participants. Offer to help the presenter distribute any handouts they may have.
- ☞ **During the session** take an active part as a member of the audience. If the audience seems to be timid about asking questions, take the lead to get things rolling. Pay attention to the speaker. Your attitude and level of interest will set the tone for others attending the session.

### Toward the End of the Session -

- ☞ **Ten minutes before the end of the session** signal the speaker so they can wrap up their presentation and ask for any questions from the audience.
- ☞ **Thank the speaker/s** at the end of the session and lead the group in applause.
- ☞ **Present speaker/s with their gift** as a token of our appreciation for their having volunteered their time; OR
  - ◆ if the speaker has made an earlier presentation, thank them for being so generous with their time and lead the audience in applause.
  - ◆ Please remind the presenter and co-presenters to print their name on the top of the session roster.
- ☞ **Distribute Evaluation Forms** at the end of the session. Ask the students to complete the brief session evaluation form and to leave it on the desk near the door as they leave.
  - ◆ Ask students to write the session number and their academic department on the evaluation form. Their department acronym can be found on the label on the

front of their GradSTEP folder. If the student does not have their folder they can just write the name of their department.

### After the Session -

☞ **Reset the room.** If any chairs were moved they must be put back in order. Please pick up any left over papers or materials or items left behind by a student. For 207 Olscamp, 115 or 116 East Hall, be sure to reset the door alarm.

☞ **Collect and Return Materials to Headquarters** as soon as possible after each session, bring the following back to 224:

1. The session folder
2. The signed session roster
3. The evaluation forms
4. Any equipment you took with you such as flip chart pads or markers. IMS equipment and computers are to be left in the session rooms.

☞ **Check Session Attendance:** Look over the roster and if you see a name or label on the session roster that has not been signed, that person is considered absent. Using a yellow highlighter draw a line through the students' name or label. Those students who actually attended the session should have signed next to their names or on their name label.

☞ **Check evaluation forms** to make sure they all have the correct session number on them.

- ◆ Pull any blank forms and place them in the appropriate box.
- ◆ Put the completed forms back in the envelope and close it using the clasp – do not seal the envelope.

☞ **Return Session Folder to the designated box**

### Before You Leave ...

Please check the Session Leaders list posted on the wall in the lobby to see if there are any changes and to verify when your next session is scheduled.

If you are available and do not have a session to introduce feel free to check with the staff in Room 224 to see if we need assistance with anything. We could always use a helping hand or two. This is especially true during the 15 minute break period between sessions.

## DL Debriefing Meeting

Friday, August 21<sup>st</sup> from 9:00 – 10:30 a.m. there will be a brief meeting of all staff and DLs in 207 of the Student Union. Please complete the DL Feedback Survey and bring it with you. Following our meeting we will check the attendance of the students from your department.

## Checking Your Departmental Attendance

To check the attendance of your students you will have a folder for your department. Inside the folder will be a list of the students from your department and the numbers of the sessions they were registered to attend. The table below is an example of the Departmental Attendance Roster.

Sessions Attended

| LAST | FIRST  | PID | DEPT | CONTRACT | T1  | T2  | T3  | W1  | W2  | W3  | DT   | W4  | W5  | R1  | R2  | R3  |
|------|--------|-----|------|----------|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|
|      | Jia    | P00 | ASOR | AY       | 004 | 026 | 039 | 059 | 070 | 084 | D1 ~ |     | 097 | 110 | 119 | 137 |
|      | Erin   | P00 | ASOR | AY       | 010 | 035 | 035 | 055 | 069 | 084 | D2 ~ | 096 |     | 101 | 116 | 136 |
|      | Krista | P00 | ASOR | AY       | 008 | 032 | 032 | 058 | 068 | 092 | D2 ~ | 096 |     | 101 | 116 | 136 |
|      | Lin    | P00 | ASOR | AY       | 011 | 021 | 039 | 059 | 081 | 081 | D1 ~ |     |     | 100 | 112 | 135 |
|      | Zhe    | P00 | ASOR | AY       | 005 | 019 | 043 | 062 | DM  | 090 | D1 ~ |     | 097 | 109 | 127 | 127 |
|      | Ling   | P00 | ASOR | AY       | 003 | 026 | 045 | 055 | 069 | 088 | D2 ~ | 096 |     | 103 | 127 | 127 |
|      | Wenjun | P00 | ASOR | AY       | 003 | 032 | 032 | 049 | 081 | 081 | D2 ~ | 096 |     | 101 | 116 | 140 |
|      | Yan    | P00 | ASOR | AY       | 003 | 033 | 033 | 054 | 070 | 088 | D2 ~ | 096 |     | 103 | 127 | 127 |
|      | Wen    | P00 | ASOR | AY       | 003 | 021 | 046 | 054 | 070 | 090 | D2 ~ | 096 |     | 101 | 127 | 127 |
|      | Li     | P00 | ASOR | NF/Not   | RES | RES | RES | RES | 070 | 088 | D2 ~ | 096 |     | 099 | 128 | 128 |
|      | Babak  | P00 | ASOR | AY       |     |     |     |     |     |     |      |     |     |     |     |     |

- ☞ The first thing you will do is take your Departmental Attendance Roster and review it for any student that does not have any session numbers next to their name. If you know that the student is not coming to BGSU or will be arriving late please indicate this at the bottom of the form. Also, if we are missing anyone please add their name to the bottom of your roster.
- ☞ Next, beginning with Session #001 Barb will call off the name and department of each student marked as absent. If a student from your department is called you will take a red pen and circle the missed session number next to the student's name on your Departmental Attendance Roster

NOTE! If the session numbers do not match, we will check to see if the student switched sessions.

## Attendance Policy --

- If you know the reason why a student missed a particular session, write this information on the Departmental Attendance Roster.
- If the student has "DM" ; "DL", "RES", or another label where a session number should be that means they had to attend a departmental meeting or was attending Residence Life Orientation at that time. Students involved in Springboard, Residence Life, or serving as DLs for GradSTEP will have a reduced number of sessions on their roster. They should have attended a minimum of 3 sessions plus the mandatory sessions. These activities do not count against the student's attendance.
- Students who are required to, but are unable to complete all 12 session hours will automatically be enrolled in GRAD6000 for Fall Semester. The Coordinator for Ongoing Programs will assist those students in designing a personalized developmental schedule to complete their requirements.